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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT NOTIFICATION

The 29th February, 2024

No.6926—GAD-FE-PSC-0014/2019/Gen.— In exercise of the powers conferred by clause (b) of Article 318, read with the proviso to Article, 309 of the Constitution of India and in supersession of the Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 1994, orders, instructions, issued in this behalf, except as respect things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Public Service Commission, namely:—

PART- I

1. Short title and commencement.—(1) These regulations may be called Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 2024.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definition.—

(1) In these regulations, unless the context otherwise requires, —

(a) "Appointing Authority" means, —

- (i) The Government in respect of the post of Secretary, Additional Secretary, Deputy Secretary-cum-ACE, FO-cum-Deputy Secretary;
- (ii) Chairman in respect of the post of Deputy Secretary & Under Secretary in OPSC cadre, Establishment Officer, Section Officer,

Senior Private Secretary, Private Secretary, System Analyst, Personal Assistant and Senior Programmer; and

(iii) Secretary in respect of Assistant Section Officer, Librarian, Caretaker, Programmer, Superintendent L-II, Senior Stenographer, Senior Typist, Senior Diarist, Receptionist, Junior Assistant, Junior Recorder, Junior Diarist, Junior Despatcher, Junior Stenographer, Junior Typist, Head Driver, Sr. Driver, Driver and all such other staff of the Commission.

- (b) "Commission" means Odisha Public Service Commission;
- (c) "Committee" means the Selection Committee constituted under rule-5;
- (d) "Ex-Servicemen" means persons as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 and as amended from time to time;
- (e) "Persons with Disabilities" means a person who have been granted with disability certificate by the competent authority as per the provisions of the Persons with Disabilities Act, 2016;
- (f) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India, respectively ;
- (g) "SEBC" means The Socially and Educationally Backward Classes of citizens of Odisha as defined in Clause(a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (h) "Sportsmen" means persons who hold the identity card as sportsmen issued by the Director of Sports as per Resolution No.248081/Gen., dated 18th November, 1985 of the General Administration and Public Grievance Department ; and
- (i) "Year" means the calendar year.

2. All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meanings as respectively assigned to them in the Odisha Service Code.

PART II

3. Staff of the Commission. — The staff of the Commission shall be such as specified in **Appendix-A**.

4. Authority competent to make appointments.— (1) The post of Secretary and Additional Secretary shall be filled up by Government on deputation, in consultation with the Chairman by an officer belonging to the I.A.S. or O.A.S. or in the rank of Special Secretary and Superior Administrative Grade respectively.

(2) The post of Deputy Secretary-*cum*-ACE, FO-*cum*-Deputy Secretary shall be filled up by Government by deputation of a Member of the Odisha Administrative Service (Senior Class-I) and Odisha Finance Service (Senior Class-I) respectively.

(3) The posts of Deputy Secretary, Under Secretary, Establishment Officer, Section Officer, Assistant Section Officer, Senior Private Secretary, Private Secretary, Personal Assistant, Senior Stenographer, System Analyst, Senior Programmer, Superintendent Level-II, Senior Typist, Head Driver, Senior Driver, Junior Despatcher, Record Supplier, Duftary or Duftary-*Cum*-RS or Zamadar shall be filled up from among the employees of the Commission on promotion basing on the recommendation of the Selection Committee.

(4) The posts of Junior Assistant, Programmer, Driver, Junior Stenographer and Junior Typist are filled up by way of Direct Recruitment,

(5) The posts of Peon, Mali, Sweeper & Chowkidar are filled up through outsource agency.

5. Constitution of Selection Committee.—

(1) There shall be a Committee for selection of candidates for appointment on Promotion to different posts of the Commission except those specified in sub-regulations (1) and (2) of Regulation 4.

(2) The Committee shall consist of the following members, namely: -

- | | | |
|--------------------------|-----|----------|
| (A) Secretary | --- | Chairman |
| (B) Additional Secretary | --- | Member |

(C) Deputy Secretary

Member

Provided that in the event of post of Secretary, remaining vacant, Additional Secretary may chair the Selection Committee.

- (3) The Under Secretary or officer in-charge of Establishment shall be the Convener of the Selection Committee.
- (4) The Committee shall meet once in a year and shall prepare separate select list for different posts. In case, when situation so warrants, it may sit more than once, duly obtaining the approval of the Chairman, O.P.S.C.
- (5) The recommendations of the Committee shall be valid for one year or till the meeting of next D.P.C, whichever is earlier. The Committee can be acted upon notwithstanding the absence of anyone of its members other than the Chairman provided that the Member so absent, has been duly invited to attend the meeting.

6. Pay and Other Conditions of Service.—

- (1) Pay and Other Conditions of Service of Secretary, Additional Secretary, Deputy Secretary-*cum*-ACE and F.O-*cum*-Deputy Secretary will be governed by their respective cadre rules and that of Deputy Secretary and Under Secretary of the Commission borne in OPSC cadre shall be governed by the Cadre Rules of the Commission.
- (2) Pay and other conditions of service of other members of the staff except those provided under these Regulations, shall be the same as those of the personnel serving in the corresponding grade in the Odisha Secretariat.

7. Eligibility Criteria for direct recruitment.—

- (1) In order to be eligible for appointment to various posts of OPSC through Direct Recruitment, a candidate must,—
 - (a) be a citizen of India;
 - (b) be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C. Examination or an equivalent examination or has

been declared to have passed a test in Odia language equivalent to the Middle School Standard conducted by the Education Department of the Government of Odisha;

- (c) be within the age limit as prescribed under the Odisha Civil Service (Fixation of Upper Age limit) Rules, 1989 and as amended from time to time;

Provided that upper age limit shall be relaxed in accordance with the provisions made under such Acts, Rules, Orders or Resolutions issued in this behalf by the Government from time to time;

- (d) not have more than one spouse living;

Provided that the appointing authority, if satisfied that there are special reasons for doing so, exempt him from the operation of this clause.

- (e) be of good character; and

- (f) be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service and the candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.

8. Preparation for Merit List and Select List of candidates appointed through direct Recruitment.—

- (1) the list of successful candidates in order of merit shall be prepared by the Commission on the basis of results of the examination, subject to reservations for different categories and shall be equal to the number of vacancies notified.
- (2) the list so prepared under sub-regulation (1) above shall be placed before the Chairman for his approval, on being so approved the list shall be called the select list.

PART-III

DIRECT RECRUITMENT

9. Junior Assistant.—

- (1) The Post of Junior Assistant shall be filled up by Direct Recruitment to be conducted by the Commission.
- (2) **Educational Qualification:** A candidate must hold a Bachelor's degree in any discipline from any University incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government and must have adequate knowledge in basic computer skill.
- (3) **Method of Selection:**
 Eighty per cent (80%) posts in the Cadre of Junior Assistants shall be filled up by way of direct recruitment by the Commission through competitive examination to be conducted by the Committee and remaining Twenty Per cent (20%) posts of Junior Assistant shall be filled up by way of promotion of Group—'D' employees subject to condition that he has given willingness in writing and have rendered 10 years of continuous service and must have passed +2 Arts or Science or Commerce or possess similar qualification equivalent thereto and has adequate knowledge in Basic Computer Skills. Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record the employee concern shall be treated to have a clean career of service:
 Provided that non-availability of suitable candidates for promotion to the post of Junior Assistant for consecutive three years, it will be filled up through Direct Recruitment.
- (4) The scheme and subject for the examination and syllabus shall be as specified in **Schedule-A**.

10 Receptionist.—(1) The post of Receptionist (Group-C) shall be filled up by way of direct recruitment to be conducted by the Commission.

(2) **Educational Qualification:**

(i) A candidate must hold a Bachelor's Degree in Hospitality Management from any recognized University or Institution incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under section-3 of the U.G.C. Act 1956 or a Foreign University approved by the Central Government ; and

(ii) Candidates must have adequate knowledge in basic Computer Skill.

(3) **Method of Selection:**

- (a) The selection of candidates for recruitment to the post will be made through a competitive examination to be conducted by the Commission.
- (b) The details of Scheme & subjects for the examination and the syllabus are mentioned in **Schedule-B**.
- (c) The Commission shall be competent to fix up the qualifying marks in any or all the subjects of the examination and skill test in Computer (Practical).

11. Programmer.— (1). The post of Programmer shall be filled up by direct recruitment to be conducted by the Commission.

(2) **Educational Qualification:** A candidate should possess B.Tech. or B.E degree in Computer Science or IT or Electronic and Communication or Telecommunication or Master of Computer Application (MCA). The candidate must have completed the required qualification from a recognized University incorporated by an Act of Central or State Legislature in India or other educational institutions established by an Act of Parliament.

(3) Method of selection, scheme and subject for the examination and syllabus shall be as specified in **Schedule-C**.

12. Junior Stenographer) :—(1) The posts of Junior Stenographer shall be filled up by direct recruitment to be conducted by the Commission.

(2) **Educational Qualification:** A candidate must possess a Bachelor's Degree from any Indian University or an Educational Institution established by an Act

of Parliament or deemed to be an university under section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government. He must possess a minimum speed of forty words per minute in English type writing (Self-certification)

- (3) Method of selection, scheme and subject for the examination and syllabus shall be as specified in **Schedule-D**.

13. Junior Typist.—(1) The posts of Junior Typist shall be filled up by direct recruitment to be conducted by the Commission.

(2) Educational Qualification:

- (a) A candidate should possess Bachelor's Degree in Arts or Science or Commerce from any University along with proficient knowledge in computer application.
 - (b) A candidate must have attained a minimum speed of 40 words per minute in computer typewriting.
- (3) Method of selection, scheme and subject for the examination and syllabus shall be as specified in **Schedule-E**.

14. Law Officer.—The Law Officer shall be filled up on deployment basis by Assistant Director(Law) being the base level post from the Home Department under Odisha State Legal Service(Method of Recruitment and Conditions of Service) Rules, 2016.

15. Librarian.—(1) The post of Librarian shall be filled up by direct recruitment to be conducted by the Commission.

(2) Educational Qualification:

- (a) A candidate should possess Bachelor's Degree in Library Science from a recognized University. The candidates having higher qualification i.e., Master's Degree in Library and Information Science are also eligible; and
- (b) He must have adequate knowledge in basic computer skill.

(3) Method of Selection:

- (a) The selection of candidates for recruitment to the post will be made through a competitive examination to be conducted by the Commission.

- (b) The details of Scheme and subjects for the examination and the syllabus are mentioned in **Schedule-F**.

16. Caretaker.— (1) The post of Caretaker shall be filled up by direct recruitment to be conducted by the Commission.

(2) Educational Qualification:

- (a) A candidate must have passed Degree in Hospitality or Hotel Management from recognized University or Institution incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under section-3 of the U.G.C. Act 1956 or a Foreign University approved by the Central Government.
- (b) Must have 3 years experience from 3 Star Hotel or Government Guest House or Public Sector Company or Corporation Guest House.
- (c) He must have basic computer knowledge.

(3) Method of Selection:

- (a) The selection of candidates for recruitment to the post will be made through a competitive examination to be conducted by the Commission.
- (b) The details of Scheme & subjects for the examination and the syllabus are mentioned in **Schedule-G**.
- (c) The Commission shall be competent to fix up the qualifying marks in any or all the subjects of the examination and skill test in Computer (Practical).

17. Driver.— (1). The post of Driver shall be filled up by direct recruitment to be conducted by the Commission.

- (2). **Educational Qualification:** A candidate should have passed higher secondary examination (10+2) or any equivalent examination and have possessed,-

- (a) a valid driving license for light motor vehicle;
- (b) knowledge of motor mechanism; and
- (c) experience of driving motor car for at least 3 years.

- (3). Method of selection, scheme and subject for the examination and syllabus shall be as specified in **Schedule-H**.

PART-IV

RECRUITMENT BY WAY OF PROMOTION

18. Eligibility parameters to be followed for promotion.—

- (1) Selection for promotion of eligible Officer shall be made on the basis of merit and suitability in all respects with due regard to seniority.
- (2) The Committee shall meet as and when necessary and prepare the list of Officers found suitable in consideration of their C.C.R. or P.A.R along with their placement in the gradation list and place the list before the Chairman for his approval.
- (3) On approval of the list by the Chairman the same shall become the select list which shall remain valid for one year from its date of approval by the Chairman.
- (4) Appointment shall be made from the select list in order of merit.

19. Assistant Section Officer.—The post of Assistant Section Officer shall be filled up by promotion from amongst the following categories of employees, namely :-

- (1) Ninety Per cent (90%) of vacancies shall be filled up by eligible Junior Assistant working in the Office of the Commission, who have completed three years of continuous service as such on the first day of January of the year in which the Committee meets and has successfully passed the Departmental Examination:

Provided that the Junior Assistants who have already passed the final Accounts Examination conducted by the Board of Revenue shall not be required to pass the Departmental Examination provided in Sub-rule (1).

- (2) Ten Per cent (10%) of vacancies shall be filled up by recruitment of eligible Senior Diarist, Senior Typists subject to condition that they have given willingness in writing and have rendered 10 years of continuous service including 3 years in the respective Senior Grades as on 1st day of January of the Year in which the Committee meets and have passed higher secondary examination (10+2) or any equivalent examination thereto and has adequate knowledge in Basic Computer Skills. Service record of the employee shall be

taken into consideration. If nothing adverse is found in the service record the employee concern shall be treated to have a clean career of service.

- (3). In case of non-availability of suitable candidates for promotion to the post of Assistant Section Officer in which the committee meets, it will be filled up by eligible Junior Assistant.

20. Section Officer.—The post of Section Officer shall be filled up by promotion from amongst the eligible Assistant Section Officers working in the Office of the Commission, who have completed eight years of continuous service as such on the first day of January of the year in which the Committee meets.

21. Establishment Officer.—The post of Establishment Officer shall be filled up by promotion from amongst the Section Officers working in the office of the Commission who have completed at least seven years continuous service as such or fifteen years of continuous service as such in the rank of Assistant Section Officer and Section Officer taken together on the first day of January of the year in which the Committee meets.

22. Under Secretary.—The post of Under Secretary shall be filled up by promotion from amongst the Establishment Officers working in the office of the Commission who have completed two years of continuous service in the post of Establishment Officer by the 1st day of January of the year in which the Committee meets.

23. Deputy Secretary.—The post of Deputy Secretary shall be filled up by promotion from amongst the Under Secretaries working in the office of the Commission who have completed two years of continuous service in the rank of Under Secretary by the 1st day of January of the year in which the Committee meets.

24. Senior Stenographer.—The post of Senior Stenographer shall be filled up by promotion from amongst the Junior Stenographer working in the office of the Commission, who have satisfactorily completed three years of service in the rank of Junior Stenographer by the 1st day of January of the year in which the Committee meets.

25. Personal Assistant.—The post of Personal Assistant shall be filled up by promotion from amongst the Senior Stenographer working in the office of the

Commission, who have completed at least twelve years of service as Junior Stenographer and Senior Stenographer taken together by the 1st day of January of the year in which the Committee meets.

26. Private Secretary.—The post of Private Secretary shall be filled up by promotion from amongst the Personal Assistant working in the office of the Commission, who have completed four years of continuous service in the rank of Personal Assistant by the 1st day of January of the year in which the Committee meets.

27. Senior Private Secretary.—The post of Senior Private Secretary shall be filled up by promotion from amongst the Private Secretary working in the office of the Commission, who have completed four years of continuous service in the rank of Private Secretary by the 1st day of January of the year in which the Committee meets.

28. Senior Programmer.—Appointment to the rank of Senior Programmer shall be made from the rank of Programmer with 08 (eight) years of qualifying service as such by the 1st day of January of the year in which the Committee meets.

29. System Analyst.—The post of System Analyst shall be filled up by promotion from the post of Sr. Programmer working in the office of the Commission who has completed at least six years of continuous service as such by the 1st day of the January of the year in which the Committee meets.

30. Senior Typist.—The post of Senior Typist shall be filled up by way of promotion from among the post of Junior Typist, who have completed at least of 6 years of service in the said cadre as on 1st day of the January in which the Committee meets.

31. Superintendent Level-II.—The post of Superintendent Level-II shall be filled up by way of promotion from among the post of Senior Typist, who have completed at least of 7 years of service in the said cadre.

32. Senior Driver.—The post of Senior Driver shall be filled up by way of promotion from among the post of Driver, who have completed at least of 9(nine) years of regular service in the said cadre. Besides he should have,-

- (a) the ability to read English, numerals & figures;
- (b) having good knowledge of traffic regulations;
- (c) ability to locate faults & carry out minor running repairs; and
- (d) ability to change & correctly inflate tyres.

33. Head Driver.—The post of Head Driver shall be filled up by way of promotion from among the post of Senior Driver, who have completed at least of 14(fourteen) years of regular service in the post of Driver & Senior Driver taken together.

34. Senior Diarist.—The post of Senior Diarist shall be filled up by way of promotion from the eligible employees like Junior Despatcher/Junior Diarist/Junior Recorder on the principle of merit and suitability in all respect with due regard to seniority.

35. Junior Despatcher or Junior Diarist or Junior Recorder.—The post of Junior Despatcher or Junior Diarist or Junior Recorder shall be filled up by way of promotion from the post of Duftary or Duftary-*cum*-Record Supplier or Record Supplier or Zamadar who has completed 03 (three) years of continuous regular service as such as on the 1st day of January of the year in which the Committee meets.

36. Duftary or Duftary-Cum-Record Supplier or Record Supplier or Zamadar.— The post of Duftary or Duftary-*cum*-Record Supplier or Record Supplier or Zamadar shall be filled up by way of promotion from the eligible Peon (Multi Tasker) or Sweeper or Night watchmen or Choukidar or Mali who have completed minimum period of 8 (eight) years of continue service as such would be eligible for being considered for such post.

PART -V

37. Procedure for Selection by the Selection Committee.—(1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of officers or employees, as are held by them, suitable for promotion to the next higher grade taking into account the existing vacancies and at the anticipated vacancies of the year.

(2) The Committee while considering the promotion cases of suitable officers or employees and preparation of the list shall follow the provisions of,—

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992 ;
- (d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003 ; and
- (e) the Odisha Rights of Persons with Disability Rules, 2018.

38. Probation.—(1) Every Person appointed to service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation for another year but not exceeding two years:

Provided further that such period of probation shall not include-

- (a) Extraordinary leave; or
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty.

- (2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall be deemed to be reverted to his or her former cadre or post, if he is a promotee.
- (3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service and passing of Departmental Examination or Training.

39. Seniority.—

- (1) The *inter se*-Seniority of the employees or officers appointed under these regulations to a particular grade in a particular year shall be determined with reference to his position in the selection list or merit list.
- (2) The persons appointed as Junior Assistant by direct recruitment in a particular year shall take rank above those appointed Junior Assistant by way of promotion from Group-D posts.

40. Reservation.—Notwithstanding anything contained in these rules, reservation of vacancies or posts, as the case may be, for,-

- (a) Scheduled Caste and Scheduled Tribes, shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in post and services (for Scheduled Castes and Scheduled Tribes) Act 1975 and the rules made thereunder; and
- (b) SEBC, Women, Sports-person, Ex-Serviceman and Person with disabilities shall be made in accordance with the provisions of such Act or Rules and Orders, Instructions issued in this behalf by the Government from time to time.

41. Relaxation.—Whenever it is considered necessary or expedient in the public interest to relax any of the provisions of these rules, except in the matter of Direct Recruitment, the same may be done by order, for reasons to be recorded in writing, by the following Authorities namely:-

- (i) by Government in respect of the posts of the Secretary, Additional Secretary, Deputy Secretary-*cum*-A.C.E and F.O.-*cum*-Deputy Secretary; and

- (ii) Chairman in respect of other post subject to concurrence of State Government.

42. Training or Departmental Examination.—

- (1) Accounts training is mandatory for Junior Assistant or Assistant Section Officer for promotion to higher ranks. All the Junior Assistant or Assistant Section Officers appointed shall be deputed in turn to the Madhusudan Das Regional Academy of Financial Management, Bhubaneswar for attending the training course in order of their seniority:

Provided that where a Junior Assistant selected for training could not be relieved in the interest of public service and completes the said training successfully subsequently his seniority in gradation list shall be maintained and his date of passing the prescribed examination shall be antedated. In case promotion is due and the Junior Assistant otherwise qualified for promotion, has not undergone training or no fault of his own should get promotion as usual, according to his seniority to the post of Assistant Section Officer. However, in the rank of Assistant Section Officer, he shall have to undergo training and after successful completion of training he shall be confirmed in the rank of Assistant Section Officer.

- (2) The Madhusudan Das Regional Academy of Financial Management shall issue a certificate to each trainee, who successfully completes the Training Course. The Madhusudan Das Regional Academy of Financial Management shall also submit separately a list of persons successfully complete the training to the General Administration and Public Grievance Department at the end course. It shall also, indicate, whether the trainee concerned has failed in attendance or in the examination.
- (3) A person deputed for training shall be treated as on duty and he shall get the duty pay. The duty pay shall, however, be admissible only for the duration of one term of the training course. If a person fails in completing successfully the training due to the failure in the examination only, he may be allowed two more chances to undertake the examination part of the subsequent training courses, for taking such examination, the person concerned shall have to take leave for this purpose. In case a person fails due to the shortage of attendance for

reasons whatsoever, he may be nominated again for the training course and he shall undergo the full course of training afresh. In case of renomination to the training course, while the person shall be treated as on duty, the financial benefits of the duty pay shall not exceed the duration of one term of the training course. The duty pay paid for the extra duration shall be recovered at the rate of one-third of the monthly salary beginning from the month immediately succeeding the re-nominated training course.

43. Disciplinary Authority and Appellate Authority.—

- (1) The Secretary shall be the disciplinary Authority for the purpose of imposing penalties on the employees appointed by him and the Chairman shall be the Appellate Authority against the punishment so imposed by the Secretary.
- (2) The Chairman shall be the disciplinary Authority for the purpose imposing penalties on the Officers appointed by him and the Governor shall be the Appellate Authority against the punishment imposed by the Chairman.
- (3) The Government shall be the disciplinary Authority and the Governor shall be the Appellate Authority for the purpose of imposing penalties on the officers appointed under this regulation other than those mentioned in sub-regulations (1) and (2) above.
- (4) Subject to the provisions contained in these regulations, the provisions contained in Rules 12 to 32 of the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962 shall mutatis mutandis apply to all the staff of the Commission in respect of disciplinary matters.

44. Other Conditions of Service.— The other conditions of the Service of the officers and employees of the Odisha Public Service Commission for which no provision has been made in this Regulations, the rules and orders for the time being in force and applicable to similar officers and employees holding corresponding posts or pay scales under the Government shall be applicable mutatis mutandis to such persons.

45. Interpretation.— If any question arises relating to interpretation of these rules, it shall be referred to the Government in the General Administration and Public Grievance Department for a decision.

Appendix-A

(See Regulation 3)

Staff of the Commission

Sl. No.	Name of the Post	Group	Mode of appointment
(1)	(2)	(3)	(4)
1	Secretary	Group-A	Deputation.
2	Additional Secretary	Group-A	Deputation.
3	Deputy Secretary-cum-A.C.E.	Group-A	Deputation.
4	F.O.-cum-Deputy Secretary	Group-A	Deputation.
5	Deputy Secretary	Group-A	Promotion.
6	Sr. Private Secretary	Group-A	Promotion.
7	Under Secretary	Group-A	Promotion.
8	System Analyst	Group-A	Promotion.
9	Private Secretary	Group-B	Promotion.
10	Establishment Officer	Group-B	Promotion.
11	Section Officer	Group-B	Promotion.
12	Law Officer	Group-B	Deployment
13	Personal Assistant	Group-B	Promotion.
14	Senior Programmer	Group-B	Promotion.
15	Assistant Section Officer	Group-B	Promotion.
16	Programmer	Group-B	Direct Recruitment.
17	Senior Stenographer	Group-B	Promotion.
18	Superintendent Level-II	Group-B	Promotion.
19	Head Driver	Group-B	Promotion.
20	Librarian	Group-B	Direct Recruitment
21	Caretaker	Group-B	Direct Recruitment
22	Junior Stenographer	Group-C	Direct Recruitment.
23	Senior Typist	Group-C	Promotion.

(1)	(2)	(3)	(4)
24	Senior Diarist	Group-C	Promotion.
25	Senior Driver	Group-C	Promotion.
26	Receptionist	Group-C	Direct Recruitment.
27	Driver	Group-C	Direct Recruitment.
28	Junior Assistant	Group-C	Direct Recruitment.
29	Junior Typist	Group-C	Direct Recruitment.
30	Junior Despatcher	Group-C	Promotion
31	Junior Diarist	Group-C	Promotion
32	Junior Recorder	Group-C	Promotion
33	Duftary	Group-C	Promotion.
34	Record Supplier	Group-C	Promotion.
35	Duftary-cum-Record Supplier	Group-C	Promotion.
36	Zamadar	Group-C	Promotion.
37	Mali	Group-D	Through outsource agency.
38	Chowkidar	Group-D	Through outsource agency.
39	Night Watchman	Group-D	Through outsource agency.
40	Peon	Group-D	Through outsource agency.
41	Sweeper	Group-D	Through outsource agency.

Schedule-A**(See Regulation-9(4))****THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE
POST OF JUNIOR ASSISTANT****Mode of Selection**

- 1. Phase –I (Screening Test) - 200 Marks.**
- 2. Phase-II (Main Examination) - 350 Marks.**

Scheme of Examination for Phase-I (Screening Test):-

Phase	Subject / Syllabus	Number of questions	Marks	Duration
I.	i) Logical Reasoning and Analytical Ability	80	200	3 hours
	ii) Decision Making and Problem Solving			
	iii) General Mental Ability			
	iv) Basic numeracy, Data interpretation. (Charts, graphs, tables etc.)- Class-X level			

Note1:—

- (a) Phase-I (Screening Test) will consist of Objective Type, Multiple choice questions.
- (b) There will be negative marking of one-third for each wrong answer.
- (c) The candidates will be shortlisted for Phase-II (Main Examination) in the ratio of 1:15 of the advertised vacancies of Junior Assistant under different categories on the basis of the aggregate marks secured by them in all subjects.

Scheme of Examination for Phase-II (Main Examination):—

Phase	Paper	Subject	Marks	Duration
II.	Paper-I	Odia Language	100	2 hours
	Paper-II	English Language	100	2 hours
	Paper-III	General Studies	100	2 hours
	Paper-IV	IT Skill	50	1.5 hours

Note2:-

- Phaser-II (Written Test), the Paper-I & Paper-II i.e. language papers will be Descriptive Type and Paper-III will consist of Objective Type, Multiple choice questions.
- There will be negative marking in Paper-III and 0.33% for each wrong answer.

Syllabus for Paper-I Odia Language.

- Comprehension of given passages.
- Précis writing.
- Usage and vocabulary.
- Short Essays.
- Translation from English to the Odia Language and *vice-versa*.
- Grammar

Syllabus for Paper-II English Language.

- Comprehension of given passages.
- Précis writing.
- Usage and vocabulary.
- Short Essays.
- Grammar

Syllabus for Paper-III General Studies.

- Current events of national and international importance.
- History of India and Indian National Movement.
- History of Odisha and Odia Nationalism.
- Odisha and Indian Geography-Physical, Social, Economic Geography of India and the World.

- (v) Indian Polity and Governance-Constitution, Political System, Panchayati Raj.
- (vi) Public Policy, Rights Issues, etc.
- (vii) Economic and Social Development-Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- (viii) General issues on Environmental ecology, Bio-diversity and Climate Change- that do not require subject specialization.
- (ix) General Science.

Syllabus for Paper-IV IT Skill:-

A list of successful candidates shall be prepared in accordance with the merit of the candidates by taking into account the marks secured by them in the Phase-II (in all 4 papers) with due regard to the post reserved for different categories.

Subject	Syllabus	Marks	Duration
I. Windows Operating System	To test some of the following basic system operations on file/folder(s). <ul style="list-style-type: none"> • Create, Rename, Copy/Cut/Paste, Delete • Using Clipboard 	50	1 hour 30 minutes
II. MS Word	A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and formatting text and paragraph. • Page and Paragraph Setup • Inserting pictures and WordArt. 		
III. MS Power Point	A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and formatting slides 		
IV. MS Excel	A problem in spreadsheet related to some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Formatting cells and date • Functions & Formulae (Relative, absolute & Mixed reference) 		

Schedule-B**(See Regulation 10)****THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE POST OF RECEPTIONIST****Scheme of Examination- 1. Written Test - 200 Marks.****2. Skill Test- 50 Marks.****Subject and Syllabus for Written Test:-**

Stages of Exams	Type of Exams	Subject or Papers	No, of Questions or Marks allotted	Time Allotted	Remarks
Stage-I	Main Written Exam	Paper-I Composite Paper (OMR/CBRT)	a)English-30 Questions b)Odia-20 Questions c) General Awareness- 50 Questions	1&1/2 hrs	Candidates ten times of the vacancies in order of merit category wise basing on the marks secured in the Main Written Examination will be shortlisted for appearing the Basic Computer Skill Test.
			Total-100 Questions 100 Marks		
		Paper-II- Technical Paper	Hospitality Management- 100 Questions 100 Marks	1&1/2 hrs	
Stage-II	Basic Computer Skill Test(Practical)		50 Marks	1 (one) hr	Minimum qualifying mark of the Basic Computer Skill Test is 20.
Stage-III	Certificate Verification		-	-	Candidates who qualify in the Computer Skill

				Test will be shortlisted to appear the document verification. The candidate who will not attend the Certificate Verification his/her name will not be taken into consideration while preparing the merit list.
Total		250 Marks		

(i) Syllabus of Main (Written) Examination:

Paper-I (Composite Paper)-General English. Odia Language and General Awareness:

The questions of General English (GE) & Odia Language (OL) will be of HSC Standard and will comprise of comprehension of given passage, vocabulary & usage of grammar. The question of General Awareness (GA) will comprise of questions on Indian History & History of Odisha, Geography of India with special reference to Odisha, Indian Art & Culture with special reference to Odisha, Indian Polity, Environmental Studies, Human Rights, General Science & Current events. The question of GA is HSC standard.

(ii) Paper-II (Technical Paper):

The questions will be from the subjects as expected from a person possessing a Degree Course in Hospitality Management.

(iii) Syllabus of Basic Computer Skill Test:

Candidates ten times of the vacancies in order of merit category wise basing on the marks secured in the written examination shall be shortlisted to appear the Basic Computer Skill Test,

WINDOWS Operating System	Two test some of the following basic system operation on file/folder(s) <ul style="list-style-type: none"> • Create, Rename, Copy/Cut/Paste, Delete • Using clipboard
MS WORD	A paragraph in MS-Word incorporating some of the tools given below to be tested during the Exam. <ul style="list-style-type: none"> • Editing and Formatting test and paragraph. • Page and Paragraph setup • Inserting pictures and Word Art
MS POWER POINT	A power point presentation with 2/3 slides using some of the tools given below to be tested during the exam. <ul style="list-style-type: none"> • Editing and Formatting slides.
MS EXCEL	A problem in Spreadsheet related to some of the tools given below to be tested during the exam. <ul style="list-style-type: none"> • Formatting cells and data. • Functions and formulate (relative, absolute and mixed reference.

Schedule-C

(See Regulation 11)

THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE POST OF PROGRAMMER

Scheme of Examination

1. Written Test - 250 Marks.
2. Practical Test - 150 Marks.
3. Viva Voce - 25 Marks.

Subject and Syllabus for Written Test:-

Papers	Subject or Syllabus	Marks	Duration
I	General English Essay, Precis writing, Translation, Retranslation and Grammar	100 Marks	2 hours
II	General Awareness	50 Marks	1 hour
III.	Computer Application Working knowledge of Unix or Open-source Software or Windows or My SQL or Post Gre SQL or other RDBMS package, System analysis and Programme Development in JAVA or JSP, ASP, PHP, Dot NET, Configuring Servers and Networking Components in Linux and Windows environment.	100 Marks	2 hours

A General category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of marks in the written test shall be disqualified for appearing the Practical Test. However,

the Commission is competent to shortlist the candidates to participate in the Practical Test at its own discretion.

Subject and Syllabus for Practical Test:-

The Practical Test consists of 05 questions having 30 marks each and duration of Practical Test will be 2 hours. The types of question are as follows: -

1. Database (MySQL) with data loading from flat file.
2. Design a web based form or report.
3. Write an operating system level or shell file and
4. A question on excel analytical tool etc.

A General category candidate securing less than 50 per centum of marks and reserved categories under SC & ST candidates securing less than 45 per centum of marks in the Practical Test shall be disqualified for appearing the *Viva Voce*. However, the Commission is competent to shortlist the candidates to participate in the *Viva Voce* at its own discretion.

Viva Voce

There shall be a Committee to be constituted by the Commission for the purpose of conducting *viva voce* of the candidates, selected in the Practical Test. Subject Experts as Advisers shall be invited to assist the Committee to select the suitable candidates for the post. Total marks in the *viva voce* test will be 25.

After the Practical Test and *Viva Voce* are over, a list of successful candidates shall be prepared in accordance with the merit of the candidates by taking into account the marks secured by them both in the Practical Test and *Viva Voce*.

Schedule-D
(See Regulation 12)

**THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE
POST OF JUNIOR STENOGRAPHER**

Syllabus and Plan of Examination: -

The Recruitment Examination in respect of Junior Stenographer shall comprise of the following tests-

A. (a) Language test in English and Odia (100 marks)- 60 Minutes

- (i) English -Only working knowledge in English language shall be tested (50 marks)- 30 Minutes.
- (ii) Odia- Only working knowledge in Odia language shall be tested (50 marks)- 30 Minutes.
- (b)** To test the working knowledge in English and Odia, the question shall cover correct spelling of words, filling the blanks by most appropriate words, to correct grammatical mistakes in the given sentences, to select the words with opposite meaning from a given group of words and to punctuate a passage. The language test in English and Odia shall be of MCQ (Multiple Choice Questions) type with 30 minutes duration of each paper.
- (c)** The marks obtained in the Language test in English and Odia shall not be counted for ranking. The candidates, who obtain such minimum qualifying marks in this test, as may be fixed by the Commission at their discretion, shall be shortlisted to the Typing Test in English.
- (d)** Candidates numbering about 15 (Fifteen) times of the vacancies advertised, category wise will be shortlisted for typing test in English based on their performance in Language Test.

B. Typing Test in English (MS word) (50 marks)- 10 minutes

- (a)** The typing test on computer shall be held for 10 (Ten) minutes at a speed of 40 (forty) words per minute from a printed matter containing 400 words and candidate who fail to type 400 words shall be disqualified.

- (b) One (1) mark shall be awarded for every eight correctly typed words and minimum qualifying marks in the typing test shall be 20 (Twenty) marks.
- (c) A candidate who shall not appear in the typing test shall not be allowed to appear the Test in Computer Application.

C. Test in Computer Applications (70 marks)- 60 Minutes

- (a) MS Office Excel (25 Marks)- The candidates shall be asked questions relating to working knowledge of MS Office-Excel such as Cell Formatting (such as Bold, Underline, Date, Number etc.) and Formulas (sub - total, total, percentage etc.). They shall have to work out the same by using MS-Office (Excel).
- (b) MS Office Power Point (25 marks)- The candidates shall be asked questions relating to working knowledge of MS Office-Power Point and they shall have to work out the same by using MS-Office (Power Point).
- (c) Internet and e-Mail (20 marks)- The candidates shall be asked questions on basic functions and features of internet and e-mail and the same is to be answered by using MS Office – word. After completion of the Test in Computer Application, all the worksheets shall be submitted by the examinees for evaluation.

D. Merit List:- On the basis of aggregate marks secured in Typing Test and Test in Computer Application, the list of successful candidates shall be prepared in order of merit, subject to reservations for different categories as advertised.

Schedule-E

(See Regulation 13)

THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE POST OF JUNIOR TYPIST

Scheme of Examination

1. Written Test - 100 Marks.
2. Skill Test- 100 Marks.

Subject and Syllabus for Written Test:-

Papers	Subject or Syllabus	Marks	Duration
I	Short Essay in English and Odia	40 Marks	2 hours and 30 minutes
	Translation of Passage from Odia to English	10 Marks	
	Retranslation of Passage from English to Odia	10 Marks	
	Knowledge of English Grammar	20 Marks	
	Knowledge of Computer Application	20 Marks	

A General category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of marks in the written test shall be disqualified for appearing the Skill Test. However, the Commission is competent to shortlist the candidates to participate in the Typewriting Test at its own discretion.

Subject and Syllabus for Skill Test:—

Papers	Subject or Syllabus	Marks	Duration
II	Typewriting Test (English): At a speed of 40 (forty) words per minute from a printed matter containing 400 words to be typed.	100 Marks	10 minutes for type writing on computer.

Note:

- (i) While assessing the accuracy of reproduction, 1 (one) mark will be deducted for each mistake in the typed script. Omission of words shall be treated as mistakes. A candidate whose script reveals more than 20 (twenty) mistakes, will be disqualified.
- (ii) After completion of the Skill Test, a list of successful candidates shall be prepared in accordance with the merit of the candidates by taking into account the marks secured by them in the Skill Test only.

Schedule-F

(See Regulation 15)

THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE POST OF LIBRARIAN

1. **Written Test - 100 Marks.**
2. **Computer Skill Test - 30 Marks.**
3. **Viva Voce - 25 Marks.**

Scheme of Examination

Stage of Exam	Type of Exam	Nos. of Papers	Name of Subject	Marks allotted	Duration	Remarks
Stage-I	Main Written Exam	One Paper	Composite Paper	100 marks	1 ½ hours	Questions will be of objective type with multiple choices of answers. The Exam will be conducted in CBRE mode or Online mode. Candidates numbering 03 times of vacancy in order of merit category wise on the basis of marks secured in Main Written Exam shall be shortlisted to appear Computer Skill Test.
Stage-II	Computer Skill Test(Practical)	Total – 30 Marks. The Computer Skill Test will be of 30 minutes duration. The candidates securing minimum 15 marks in Computer Skill Test shall be shortlisted for Certificate Verification.				

Stage-III	Certificate Verification and Viva-Voce Test	Total – 25 Marks. The candidates who will qualify in Computer Skill Test will be shortlisted to appear the Document Verification and Viva-Voce Test. The candidate who will not attend the certificate verification his/her name will not be taken into consideration while preparing the merit list.
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Main Written Examination:

Paper	Subjects	Maximum Marks	No. of Questions	Time
One Paper (Composite Paper)	Odia Language	10	10	1 ½ hours
	General English	10	10	
	General Studies	30	30	
	Library & Information Science	50	50	
	Total	100		

Syllabus:—

The questions in Odia language, General English & General studies will be of HSC standard. The standards of questions for the Library & Information Science will be such that as expected from candidate having completed the Course in B. Lib. Science.

The questions of General English and Odia language will be of HSC standard and will comprise of comprehension of given passage, vocabulary usage and grammar.

The questions on General studies will be relating to Indian History, Economics, Geography, Major events in world history. General Science, General awareness, Environmental issues, Human right Issues, Basic Knowledge in computer application, current events, Literature and Art and Culture of Odisha and etc.

The questions in Library and Information Science will cover questions on the courses prescribed by Utkal University for Bachelor of Library and Information Science as detailed below.

Courses prescribed:

Library and Information Science, Knowledge Organization and Bibliographic Description Theory and Practice, Management of Libraries and Information Centre's, Research Methodology and Design, Classification (DDC) and Cataloguing (AACR 2), Library Automation, Information Sources and Services, Basic of Computer and Information Technology, Information Storage and Retrieval, Digital Library and Information Systems, Preservation and Conservation of Library Documents, Information Needs and Information Access, Management of E-Resources and E-Publishing.

Syllabus for Basic Computer Skill Test: -

30 marks (minimum qualifying marks = 15)

WINDOWS (Operating System)	To test some of the following basic system operations on file or folder(s) Create, Rename, Copy or Cut or Paste, Delete Using clipboard
MS WORD	A paragraph in MS Word incorporating some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and Formatting text and paragraph • Page and Paragraph set up • Inserting pictures and Word Art
M.S. POWER POINT (Presentation Knowledge)	A power point presentation with 2/3 slides using some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and formatting slides.
M.S. EXCEL (Spread Sheet)	A problem in spreadsheet related to some of tools given below to be tested during the examination <ul style="list-style-type: none"> • Formatting cells and data • Functions and formulae (relative, absolute and mixed reference)
MS ACCESS	A problem in MS Access related to some of the tools given below to be tested during the examination <ul style="list-style-type: none"> • Creating and entering data into a database • Setting the primary key
Usage of internet services available in internet.	

Schedule-G**(See Regulation 16)****THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE
POST OF CARETAKER****Scheme of Examination**

- 1. Written Test - 100 Marks.**
- 2. Computer Skill Test- 30 Marks.**

Subject and Syllabus for the Examination: -

Stage of Exam	Type of Exam	Nos. of Papers	Name of Subject	Marks allotted	Duration	Remarks
Stage-I	Main Written Exam	One Paper	Composite-cum-Technical Paper	100 marks	1 ½ hours	Questions will be of objective type with multiple choices of answers. The Exam will be conducted in CBRE mode or Online mode. Candidates numbering 03 times of vacancy in order of merit category wise on the basis of marks secured in Main Written Exam shall be shortlisted

						to appear Computer Skill Test.
Stage-II	Computer Skill Test(Practical)	Total – 30 Marks. The Computer Skill Test will be of 30 minutes duration. The candidates securing minimum 15 marks in Computer Skill Test shall be shortlisted for Certificate Verification.				
Stage-III	Certificate Verification and Viva-Voce Test	Total – 25 Marks. The candidates who will qualify in Computer Skill Test will be shortlisted to appear the Document Verification and Viva-Voce Test. The candidate who will not attend the certificate verification hisname will not be taken into consideration while preparing the merit list.				

Main Written Examination:

Paper	Subjects	Maximum Marks	No. of Questions	Time
One Paper (Composite Paper)	Odia Language	10	10	1 ½ hours
	General English	10	10	
	General Studies	30	30	
	Technical Paper	50	50	
	Total	100		

Syllabus:-

The questions in Odia language, General English & General studies will be of HSC standard. The questions of General English and Odia language will comprise of comprehension of given passage, vocabulary & usage & grammar.

The questions on General studies will be relating to General Science, current events, History and Geography of India or Odisha, Indian Polity and Constitution, Socio-economic Scenario of India or Odisha, Issues in Environment and Human rights,

Arithmetic of HSC standard, Quantitative Aptitude and Numerical Skill, Problems in logic and reasoning,

Technical Paper- The standards of questions for the Hospitality or Hotel Management will be such that as expected from candidate having completed the Degree Course in Hospitality or Hotel Management.

Syllabus for Basic Computer Skill Test:-

30 marks (minimum qualifying marks = 15)

WINDOWS Operating System	To test some of the following basic system operations on file or folder(s), <ul style="list-style-type: none"> • Create, Rename, Copy/Cut/Paste, Delete • Using clipboard
MS WORD	A paragraph in MS Word incorporating some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and Formatting text and paragraph • Page and Paragraph set up • Inserting pictures and Word Art
M.S. POWER POINT (Presentation Knowledge)	A power point presentation with 2/3 slides using some of the tools given below to be tested during the examination. <ul style="list-style-type: none"> • Editing and formatting slides.
M.S. EXCEL (Spread Sheet)	A problem in spreadsheet related to some of tools given below to be tested during the examination <ul style="list-style-type: none"> • Formatting cells and data • Functions and formulae (relative, absolute and mixed reference)
MS ACCESS	A problem in MS Access related to some of the tools given below to be tested during the examination <ul style="list-style-type: none"> • Creating and entering data into a database • Setting the primary key
Usage of internet services available in internet.	

Schedule-H
(See Regulation 17)

**THE SCHEME AND SUBJECT FOR THE EXAMINATION AND SYLLABUS FOR THE
POST OF DRIVER**

Scheme of Examination

- 1. Written Test - 50 Marks.**
- 2. Trade Test- 10 Marks.**

Subject and Syllabus for Written Test (MCQ):-

Papers	Subject/Syllabus	Marks	Duration
Part-I	English	15	1 hour
	Odia	15	
	General Knowledge	20	

A General category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of marks in the written test shall be disqualified for appearing the Trade Test. However, the Commission is competent to shortlist the candidates to participate in the Trade Test at its own discretion.

Subject and Syllabus for Trade Test: -

Papers	Subject or Syllabus	Marks	Duration
Part-II	Trade test (Driving)	10	10 minutes

After completion of the Trade Test, a list of successful candidates shall be prepared in accordance with the merit of the candidates by taking into account the marks secured by them both in the Written Test and Trade Test.

By Order of the Governor
SURENDRA KUMAR
Additional Chief Secretary to Government